STATE OF MONTANA
JOB PROFILE AND EVALUATION

The job profile is a streamlined position description and may serve as the core document for all human resource functions such as recruitment, selection, performance management and career and succession planning. It was developed, initially, for use in classifying positions in Pay Plan 020.

If you are converting a position to Pay Plan 020 and the position has not changed simply cut and paste the information needed from the current position description. The position description contains sections that are no longer used to classify the position, such as: Working Conditions and Physical Demands; Management and Supervision of Others; Supervision Received; Scope and Effect; and Personal Contacts. These may still be important to the position and may be included in **Section IV** – **Other Important Job Information.**

When working with a new position, classification request or change to a position in Pay Plan 020, complete the information below to provide the required documentation for classification.

SECTION I – Identification

Working Title Engineering Project Technician Level III (Old Grade 14)	Job Code Number 182505	Job Code Title Engineering Project Coordinator
Pay Band 5	Position Number	Check ONE box : ☐ FLSA Exempt ☒ FLSA Non-Exempt
Department Montana Department of Transportation		Division and Bureau
Section and Unit Construction		Work Address and Phone
Profile Produced By		Work Phone

Work Unit Mission Statement or Functional Description - This section should include a complete statement of the mission or function as it relates to the work unit.

Personnel in the construction program are responsible for supervising highway and bridge construction from the time a construction contract is awarded to a private contractor until the project is completed and the work approved. They perform preliminary survey work and ensure roads and bridges are built or reconstructed to established standards. The MDT District offices include Butte, Billings, Glendive, and Great Falls. During highway construction projects, district personnel work closely with the contractor, conducting construction surveys, inspecting the work, and monitoring traffic control.

Describe the Job's Overall Purpose:

This position is the third level Engineering Project Technician responsible for supervising inspection, testing, survey and office work to administer highway and bridge construction contracts. Duties include monitoring contractor work; administering inspection and testing activities; administering construction contracts, project documentation and cost controls; and supervising and coordinating survey work. The position is a line supervisor over Engineering Project Technicians and Aides, and reports to an Engineering Project Manager.

SECTION II - Major Duties or Responsibilities	**% of Time**
This section should be a clear concise statement of the position's duties. Well written thorough task/duty statements are required here to accurately evaluate the position. 1. What are the major duties or responsibilities assigned to this position? What are the specific tasks involved in accomplishing those duties. Group duties in order of importance and estimate the percent of time needed to perform each duty (estimates are not required for individual tasks). **NOTE:** Because you are identifying **major** duties usually 3-5, the quantity of time probably will not be less than **20%.** If a duty is essential but not performed routinely you should list it. For example, lobbying during the legislative session may not take up a large percent of total work time, but can be an essential duty.	
A. Project oversight Monitor contractor work and administer inspection and testing activities to ensure the acceptability of materials and compliance with contract specifications and construction standards and to determine change orders, incentives, pay quantities, etc. This involves supervising the inspection of the placement and installation of materials, directing material sampling and testing, examining and interpreting test results, and ensuring subordinates collect and label samples and related documentation according to MDT guidelines. Positions at this level are responsible for independently directing multiple aspects of small and large construction projects at different locations. This work requires knowledge of the principles and practices of road and bridge construction and engineering design. The work requires an advanced knowledge of inspection, survey, sampling and laboratory testing methods and practices; project and contract administration; state, federal, AASHTO, FHWA, and ASTM standards; project specifications; the Montana Materials Manual, Montana Construction Manual, Montana Survey Manual, Standard Specifications for Road and Bridge Construction, and the Manual on Uniform Traffic Control Devices; Asphalt Institute (MS-6) guidelines; trigonometry; OSHA work safety standards and regulations; highway construction methods and techniques; and the properties and characteristics of materials components. The work also requires skill in determining the appropriate inspection, sampling and testing methods and techniques to meet various site circumstances; and skill in operating sampling, testing and office equipment. 1. Review project plans and specifications to determine inspection, sampling and testing requirements. Review, interpret and apply design plans and specifications to site circumstances by acquiring and documenting field data and constructing sets of field notes. Provide interpretation and clarification to the contractor on a variety of project specifications (e.g., depth of surfacing and embankment, moisture, compaction, signing and guardrail placement, etc.).	50%

2. Plan and supervise the inspection of backfill, embankments and road surface to ensure placement, materials, moisture content, lift depths and compaction methods are in compliance with specifications and the inspection of structures such as embankments, drainage and hydraulic installations, signing, and guardrails for conformance to appropriate standards. This involves determining the appropriate methods and procedures to be used by subordinates based on the type of project and site circumstances. Assign and review testing and inspection requirements and apply construction standards and engineering principles to determine if work complies with established standards. Ensure the proper preparation and maintenance of field notes including documentation of quantities by recordation of ticket collection, depth checks and measurements.

3. Provide technical oversight, assistance and review of subordinate's inspection work on all project activities by reviewing documentation and reported discrepancies, resolving problems and providing on-the-job training. This work involves ensuring subordinates follow procedures for tests such as sieve analysis, specific gravity, compaction, moisture content, density, liquid limit, plastic limit, plasticity index, slump of concrete, etc. through direct observation and review of test results to identify anomalies or inconsistencies. The position will determine whether further sampling and testing are required, or may determine that additional split sampling (beyond that mandated by IA/QA standards) is required.

4. Coordinate and ensure compliance with environmental review and permitting processes necessary to complete construction projects in compliance with state and federal requirements (e.g., MEPA, Clean Water Act, air pollution control requirements, etc.). This involves monitoring permit application and document preparation (EAs and EISs) processes to ensure they are completed appropriately and on time, coordinating environmental requirements with contractors, ensuring continuity of permits for the life of projects, and serving as liaison with the Environmental Services Division and other agencies (e.g., DEQ, FW & P, Corps of Engineers, etc.). Review and revise environmental plans (e.g., erosion or particulate matter controls) as needed to ensure compliance with environmental requirements.

5. Monitor and inspect construction processes to ensure the appropriate placement and installation of materials. This position is responsible for overall assessment of construction processes and methods to determine if the project complies with design and contract requirements. This requires interpretation of state and federal standards for materials and processes, worker safety, funding limitations, etc.

6. Monitor traffic control operations on rural and secondary road projects by monitoring activities, interpreting standards, and coordinating with the contractor regarding on-site traffic control circumstances and problems. Review traffic control plans and detailed drawings for compliance with MUTCD standards as necessary. Make final traffic control implementation decisions based on analysis of state and federal standards and risk/cost comparative analyses.

7. Review material certifications provided by the contractor to ensure the actual materials on-site are covered by certifications by comparing identification numbers

on materials (e.g., milling stamps) to certifications

8. Ensure work is completed according to project plans and specifications and inform the contractor of work not in compliance (e.g., improper materials or placement, incorrect installation or construction processes, safety concerns, hot plant operations, etc.). Clarify project requirements with contractors and determine necessary measures to attain compliance. Negotiate or demand resolution of unsafe practices or conditions and/or failure to carry out provisions of a contract and suspend work operations or activities of an operation due to unsuitable weather conditions, failure of a contractor to comply with stipulations, or other factors.

9. Make necessary field alterations to designs to fit field conditions while maintaining compliance with project specifications and construction standards. For example, the position will determine if it is necessary to make grade changes, add or remove drainage structures or alter erosion control plans; determine guardrail placements; and determine if the use of construction fabric and/or geotextiles is necessary in areas with poor subgrade materials. This involves the application of construction and design principles and practices and cost/benefit analyses of alternatives. Consult with specialty work units in the department regarding technical engineering or other problems, and coordinate with other staff to ensure all specialty unit recommendations are incorporated in the actual construction process.

10. Resolve and settle disputes with landowners, businesses and others by developing recommendations for project modifications or additions. This involves assessing landowner disputes, assessing the impacts of alternatives on factors such as project timelines, cost, and environmental impacts. Develop solutions such as design alterations, replacing fences, culverts, and other items. Ensure commitments to landowners are fulfilled and address any additional concerns affecting public relations

B. Contract administration

Administer construction contracts, project documentation and cost controls to ensure compliance with contract requirements and state and federal regulations. This work requires an advanced knowledge of the principles and practices of highway construction and project administration. The work requires knowledge of contract administration; business law; engineering applications; the Montana Construction Manual; the Montana Survey Manual; Standard Specifications for Road and Bridge Construction; the Manual on Uniform Traffic Control Devices; Asphalt Institute (MS-6) guidelines; OSHA work safety standards and regulations; project estimating techniques; business English, spelling, grammar and punctuation; mathematics including algebra, geometry and trigonometry; and skill in the operation of general office equipment including a programmable calculator and personal computer including typical business applications (e.g., word processing, spreadsheets, data entry screens, etc.). | 20%

1. Document all information gathered in established survey note formats and perform algebraic and geometric calculations in order to confirm accuracy of surveys.

2. Document all aspects of construction inspection including quantities; locations; explanation of changes; conversations with contractors, MDT personnel and the public; contract equipment, personnel and shift worked; and problems encountered; and any instructions received.

3. Calculate and summarize test results, compares final results to specifications, and creates a record of testing results by entering information on appropriate forms or into the computer. This work involves the application of conversion factors and tables, algebraic equations, noting deviations from standard specifications, and giving explanations of failing test results.

4. Examine and evaluate project documentation (e.g., design plans, materials certifications, estimates, test results, performance requirements) to determine appropriate pay quantities for contractors. Direct the preparation of various financial, technical, and personnel project reports by collating all field diaries, project notebooks, and cost control information.

5. Compute grade notes, quantities and other information for project summaries and estimates by working off plans to identify elevations of specific points. Compute grades between specific points and calculate horizontal and vertical curve data where needed using algebraic equationsand general mathematics. Calculate fill volumes by drawing a picture of the ramp and figuring the square area of fill needed using trigonometry, algebra and calculus to calculate volumes.

6. Check field survey notes and construction field notes documenting pay quantities for accuracy and completeness by checking mathematical calculations, ensuring all notes and forms are complete, etc. Receive and review raw survey data from inspectors (e.g., survey data, quantities, etc.), review data for accuracy and summarize it into the proper format, and enter information into the computer to ensure project compliance and determine contractor payments. This involves interpreting proper responsibility centers and project splits; comparing field quantities to pay quantities to identify potential errors; and reviewing project notes to further research discrepancies. The position must use considerable judgement and project experience to estimate exact payments based on materials, work performed and project status (e.g., the incumbent will estimate a project component is half complete, they will pay half).

7. Oversee weekly contract progress estimates and maintain documentation of all materials used and estimated percentages of work completed. Resolve contractor disputes and other pay-related issues by investigation discrepancies between performance and contract requirements, assessing factors outside the contractor's control (e.g., project suspension due to weather)

8. Prepare payments by calculating totals from notes or by using engineering estimating methods and independent discretion. Approve contracted work for monthly and final payments either through estimates or statistical methods and determine price modifications for items not meeting requirements. Complete final project estimates and approve final payments based on compilation of all field notes, test results, quantity comparison notes, gravel pit reports, mileage comparisons, etc.

C. Survey

Supervise and coordinate survey work to establish control and reference points, gather preliminary site and survey information used for project design and to prepare locations for construction. This involves evaluating and documenting topographic, hydraulic, property and other survey data; providing technical guidance and review of subordinate's work; directing slope, culvert, and channel change staking; reestablishing centerline from reference points; blue topping subgrade and gravel courses; and collecting, analyzing and documenting related site information. This work requires knowledge of the principles and practices of highway construction; topographical, hydraulic, and property surveying; the methods, techniques, and procedures needed to interpret design plans and resolve application problems; the Montana Construction Manual, the Montana Survey Manual, and Standard Specifications for Road and Bridge Construction. The work requires skill and ability in interpreting site conditions (elevation, features, etc.); interpreting complicated features of design plans; planning and directing surveys of a complex and difficult nature; in the operation of conventional and radial stake out surveying equipment; survey methods and techniques; and in communicating with landowners. | 15%

1. Perform field searches, establish survey reference points and install monuments by measuring distance, direction and elevation from pre-existing monuments, including reference points for aerial surveys.

2. Establish survey reference points and installs monuments by measuring distance, direction and elevation from pre-existing monuments, including reference points for aerial surveys. Conduct topographic surveys of proposed project sites by measuring and recording distances, directions, and elevations from established reference points.

3. Review, interpret and apply design plans and specifications to site circumstances by acquiring and documenting field data and constructing sets of field notes. Directs, coordinates and trains subordinates in procedures and techniques of design plan interpretation, surveying techniques, and by demonstrating, assigning, and reviewing work.

4. Determine the exact location of highway centerline, traverse points, property boundaries and design feature layouts such as horizontal and vertical curves, culverts, embankments and guardrails by ensuring subordinates properly survey distances and elevations from reference points established in the preconstruction survey.

5. Determine correct location of stakes in order to correlate design plan to site terrain, marking stakes with letters and number codes to provide a description of the point (e.g., placement and slope of an embankment, property corners or boundaries, hydraulic features, etc.), point name or number, distance from centerline, etc. Direct subordinates on where to place the rod or picket based on topographic features and surrounding terrain by observing breaks in elevation and other visual assessment. Direct subordinates through verbal or hand signals to coordinate placement and measurements. Record feature codes ensuring accuracy and proper documentation.

6. Layout and interpret for the contractor, the stakes and markings used to locate construction limits and locations for items being inspected (e.g., signs, guardrail, striping, earthwork, paving, fencing and utilities).

7. Locate and mark property boundaries and utility right-of-ways by reviewing preconstruction surveys and identifying points based on distance from established references.

D. Supervision 10%

Provide line supervision of engineering project technicians and aides performing survey, inspection, sampling, and testing duties. This involves participating in the selection of personnel, assigning and reviewing work, training, establishing performance standards, managing performance, and making recommendations for corrective action and termination if necessary. This work requires knowledge of supervisory principles and practices, MDT and State Personnel policies, procedures, and precedents, collective bargaining agreements, and employment law. . This work requires an extensive knowledge of survey, inspection, sampling and safety methods and techniques, on the job training methods and techniques, and formal training plan/agenda preparation.

1. Establish and revise overall work plans, priorities, and procedures, and monitor progress through meetings and consultations. Determine required survey, inspection, sampling and testing activities on construction sites through discussion with the Project Manager, and compare these requirements to available staff and their related expertise/abilities to determine how to complete projects. Conduct staff meetings, disseminate data, and promote information exchange for support and advancement of construction goals.

2. Develop and recommend overall responsibilities of positions supervised. Identify staffing needs and recommend and justify requests for additional personnel if needed.

3. Participate in recruitment and selection activities for the assigned crew. This involves developing selection criteria and interview questions, participating in interviews, conducting reference and background checks, and making hiring recommendations.

4. Establish objective, measurable and observable performance standards for subordinate positions. Monitor and manage the performance of all positions directly supervised. Implement and monitor corrective action including discipline in conjunction with the project manager. Ensure all subordinates comply with State and MDT personnel rules, regulations, and policies and collective bargaining agreements.

5. Coordinate training for subordinates by assessing staff input and interests, professional development needs (e.g., new equipment or construction processes) and budget limitations, arranging training to meet these needs, and ensuring the efficient implementation of training programs. Assess the effectiveness of training activities, and modify programs as appropriate.

6. Develop specific on-the-job training plans or classroom type instruction to field

construction staff on proper survey and materials sampling and testing methods and techniques and safe operation and maintenance of equipment. Attend, participate in, and conduct safety meetings. Observe construction crews, contractors, and other staff at the site to determine compliance with established methods and techniques, and survey, inspection, sampling testing and recording requirements. Immediately correct improper practices or safety concerns. 7. Resolve grievances and ensure compliance with collective bargaining agreements by counseling employees, determining solutions to problems and coordinating labor relations issues with MDT management and labor representatives. D. <u>Other duties as assigned</u> Perform a variety of other technical and administrative work in support of district activities as assigned by the supervisor. This includes assisting other MDT programs on special projects, providing training and guidance to other employees and attending training and education as required.	5%

2. Give specific examples of the types of problems solved, decisions made or procedures followed when performing the most frequent duties.

Reviews plant mix testing results (volumetrics, aggreagate gradations etc.) for conformance to mixdesign and then advises & directs the contractor to make adjustments to bring material into conformance and then records in project documentation actions taken. **[NOTE: PLEASE REVIEW AND UPDATE/CHANGE AS APPROPRIATE]**

3. What do you consider the most complicated part of the job?

[NOTE: PLEASE REVIEW AND UPDATE/CHANGE AS APPROPRIATE]

Monitoring contractor work and administering inspection and testing activities to determine the acceptability of the materials and ensuring compliance with contract specifications and construction standards.

Independently directing multiple aspects of small and large construction projects at different locations.

Administering construction contracts, project documentation, and cost controls to ensure compliance with contract requirements and state and federal regulations.

Supervising location and construction survey work.

Training project technicians and aides in the methods and techniques required for surveying, inspection, sampling, and testing.

4. What laws, regulations, guidelines, manuals or other written established procedures are available to the incumbent?

Standard Specification Manual
Materials Manual
Detailed Drawings Manual
Construction Manual
Field office Manual
Civil Rights Manual
Quality Assurance Manual
Survey Manual
Safety Manual
Eroision Control Manual
Data Collector Manual
Computer Program mauals

5. Which of the duties and/or specific tasks listed under 1. (above) are considered "essential functions" which must be performed by this position (with or without accommodations)? (If you need information or training on the identification of essential functions, please contact MDT Human Resources Division.)

[NOTE: PLEASE REVIEW AND UPDATE/CHANGE AS APPROPRIATE]

- Ability to review project plans and specifications to determine inspection, sampling and testing requirements.
- Ability to ensure work is completed according to project plans and specifications and inform the contractor of work not in compliance.
- Ability to make necessary field alterations to designs to fit field conditions while maintaining compliance with project specifications and construction standards.
- Ability to administer construction contracts, project documentation, and cost controls to ensure compliance with contract requirements and state and federal regulations.
- Ability to supervise and coordinate survey work to establish control and reference points, gather preliminary site and survey information used for project design and to prepare locations for construction.

6. If this position supervises other positions, complete the following information.

The number of FTE employees directly supervised is .

List the complexity levels/pay bands of each those subordinates .

Please list the Position Numbers for those directly supervised .

Is this position responsible for (please check ONLY those boxes which apply to the position and for which the position has "signatory" authority.)

☐ Hiring ☐ Layoffs/termination of temporary or seasonal workers
☐ Performance Management (conducting and signing performance appraisals as the direct supervisor or the reviewing manager) ☐ Promotions
☐ Direct /Line Supervision ☒ Leadworker ☐ Discipline
☐ Other:

7. Please attach an up-to-date Organizational Chart (or copy from a Power Point document into space below).

SECTION III - Minimum Qualifications - List the minimum requirements for **first day** of work. (These will be the minimum qualifications utilized for **recruitment and performance management purposes**; this information is not used for classification purposes.)

Please list the main knowledge and skill areas required for the job:

The position requires advanced knowledge of the principles and practices of road and bridge construction; engineering design; and contract administration. The position requires knowledge of the principles and practices of Civil, Structural, Environmental, Mechanical, Chemical, Electrical, Hydraulic, Geotechnical, Traffic and Safety Design Engineering. The position requires thorough knowledge of inspection, sampling and laboratory testing methods and practices; highway construction methods and techniques; project administration; business law; topographical, hydraulic, and property surveying; state, federal, AASHTO, FHWA, and ASTM standards; project specifications; the Montana Materials Manual; the Montana Construction Manual; the Montana Survey Manual; Standard Specifications for Road and Bridge Construction; the Manual on Uniform Traffic Control Devices; Asphalt Institute (MS-6) guidelines; OSHA work safety standards and regulations; the properties and characteristics of materials components; mathematics including algebra, geometry and trigonometry; on the job training methods and techniques; formal training plan/agenda preparation; business English, spelling, grammar and punctuation; supervisory principles and practices; MDT and State Personnel policies, procedures, and precedents; collective bargaining agreements; and employment law. The position requires thorough knowledge of personal computers and business and engineering software applications including data collectors, laptop computers, PC, Total Stations, Microsoft Word, WordPerfect, MDT Survey Viewer, Survis Office, Survis Field, Windows NT Explorer, CADD Access Server, DOS; and various field and office engineering instruments.

The position requires skill in operating personal computers and business and engineering software applications; reviewing, interpreting and applying design plans and specifications to site circumstances; acquiring and documenting field data; constructing sets of field notes; interpreting site conditions (elevation, features, etc.); operating conventional and radial stake out surveying equipment; survey methods and techniques; and in written and verbal communication. The position requires extensive skill and proficiency in materials testing, construction inspection, lead surveying, project documentation, supervision, and in mediating and resolving conflicts. The position also requires skill in operating sampling and testing equipment (Gilson shaker, nuclear gauge, sieves, survey equipment, other lab test equipment, etc.), and skill in operating office equipment used to calculate and record data (PCs, calculator, laptop computers, VAX system, etc.).

What behaviors are required to perform the duties? **NOTE:** Identifying behaviors used for recruitment and selection and other HR functions are part of building a competency model (see **Creating Competency Models** in Guide). A position description will provide helpful information if a model has not been developed. Often “abilities” from the current PD can be stated as desired and observable behaviors. For example, “the ability to communicate clearly in writing” can be restated “writes clearly and concisely”.

Accurately gathers and analyzes facts, applies construction design principles; devises practical solutions to complex problems; develops responses and strategies to solve problems; interprets design plans and resolves application problems; interprets the interrelationship of more complicated features of design plans; performs complex surveys; uses plans and specifications to determine locations and inspection information; organizes and directs the work of others; determines the appropriate surveying, sampling and testing methods and techniques to meet various site circumstances; interprets field conditions; and establishes and maintains effective relationships with subordinates, other MDT work units, landowners, other state and federal agencies, etc.

[NOTE: PLEASE REVIEW AND UPDATE/CHANGE AS APPROPRIATE]

Education and experience: Please indicate the **minimum educational** requirements for this job, as it relates to a new employee on the **first day** of work (not the educational background of the person now in the position), the specific fields of study that are acceptable, and whether a Master's degree (in which fields) will substitute for any of the required job related experience.

A High School Diploma or G.E.D. with coursework in algebra, geometry and trigonometry.

Other training (e.g., software, specific machinery, etc.), certification (e.g., CPA, Professional Engineer, etc.), or licensing (e.g., commercial driver's, pilot, psychologist, etc.) required (please specify):

Level III Certification under the Department's Engineering Project Technician Advancement Policy

Please indicate the minimum, amount of **job-related work experience** needed as a new employee on the first day of work (not the experience of the person now in the position). Please indicate the specific types of experience that will be considered job-related.

☒ This agency will accept alternative methods of obtaining necessary qualifications.

For recruiting purposes please list specific examples of acceptable alternative methods of obtaining those qualifications. **These examples will appear on a vacancy announcement**.

An employee in the CE Tech 3 level II classification will be promoted to Jr. Eng Coordinator upon achieving Level III certification (which includes CE Level II and two additional years of engineering technician-related experience) OR a Civil Engineer or C.E.T. graduate that is a certified Engineer Intern or Associate Constructor OR a Civil Engineer or C.E.T. graduate or a four year related degree with three years technician related experience. Laboratory personnel are not eligible for promotion to Jr. Eng. Coordinator positions. Laboratory personnel that transfer to a District Construction position are eligible for promotion to Jr. Eng. Coordinator as long as all requirements of this policy have been met. Jr. Eng. Coordinators or Sr. Eng. Coordinators who transfer to a District Laboratory technician position will be reclassified to Civil Engineering Tech 3.

SECTION IV – Other Important Job Information

List any other important information associated with this position, such as working conditions or other factors which are deemed critical or non-negotiable to the position and which will need to be included on the vacancy announcement or other recruitment documents. (This information will be NOT be used for classification purposes.) For example: The position is required to travel throughout the state in excess of 12,000 miles per year and to perform duties on active construction sites in proximity to heavy equipment, hot asphalt, and high speed traffic, requiring use of hard hats and specialized safety training. OR, This position is not subject to alternative work schedules or working from home as it is required to answer the phone and receive visitors for the agency between the hours of 8am to 5pm, Monday through Friday.

Significant physical demands related to repeated lifting of up to 80 pounds (and occasionally greater weights), carrying survey equipment over rough terrain, climbing and bending to retrieve samples and operating gas, diesel, and electrically powered equipment. The position involves extensive overnight travel throughout the District in excess of 2,000 miles per month (often on short notice, weekends and holidays), and working outdoors in all types of weather.

The work environment involves harsh or caustic fumes, dust, extreme temperatures, wind, rain, and snow. Hazards associated with the work can be significant. The majority of the work is performed at construction sites or fabrication plants involving traffic passing the work site and working around heavy machinery such as front-end loaders, pavers, scrapers, rollers, and forklifts. The work also involves and risks associated with working with hazardous materials such as hot asphalt, lime, acids, and other chemicals. The risks of the work are such that extensive training in safety practices and procedures is required. Due to the nature of work elements (hot asphalt, heavy equipment, etc.) and hazardous tasks such as work around moving traffic and taking samples from hot plants, there is potential for significant injury.

SECTION V – Signatures

My signature below indicates the statements in Section I to IV are accurate and complete.

Employee: **Signature**	Engineering Project Cordinator **Title**	**Date**
Immediate Supervisor: **Signature**	Engineering Project Manager **Title**	**Date**
District Construction Engineering **Signature**	District Construction Engineering **Title**	**Date**
Division/District Administrator: **Signature**	District Engineer **Title**	**Date**
Departmental Designee:	Chief, Employee Relations Bureau, Human Resources Division	

Signature	Title	Date

Recruitment Review: My signature below attests to my review of and determination that the minimum qualifications (education and experience) listed in this profile meet the established recruitment standards of MDT.

Signature **Date:**

Name: **Title:** Human Resource Specialist (District/Helena)
Montana Department of Transportation

Upon completion of this section the preparer, district human resource specialist, or other signing authority should forward the signed hard copy and the electronic copy of this job profile (JP), along with an Agency Classification Request (ACR) and an up-to-date Organizational Chart (if not included in the body of the JP) to the Chief of the Employee Relations Bureau, Human Resources Division, MDT in Helena.

The electronic copy naming convention for JPs sent by the District or from Helena supervisors to Human Resources in Helena should be: (Position#)JP-MDT.doc (e.g., 34015JP-MDT.doc).

JOB EVALUATION FORM

This section is to be completed by a <u>trained classifier</u> in or contracted by the Human Resources Division, MDT or by State Personnel Division.

Prepared By	Date

Position Status: ☐ Reclassified ☐ Vacant ☐ New Position

Choice of Class Series:

Position Summary:

Benchmark Factoring

Classification Factor Level:

The predominate work of this position consists of:

<u>Factor level Comparison:</u>

<u>Benchmark Comparisons:</u>

Classifier Signature	**Title**	**Date**
Agency Approval:	**Title**	**Date**

Upon completion of this section the classifier should make certain that the Job Code Number, Job Code Title and Pay Band on the first page of this document accurately reflect the Choice of Class Series and classification factor level determined above. Attach Organizational Chart, Audit Notes or other pertinent information.

This completed document should now be filed by the classifier in: I:\Classref\Agencyjp\(agency#)\(filename).
File naming convention is: (jobcode&position#)jp(date).doc (e.g. 01850421001jp0201.doc, where date is: month year).